**REPLY FORM**

**(To be returned to Asia e University)**

Our Ref:

Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Miss Keni Ramdhani**

Industrial Training Coordinator (Indonesia Representative),

Yayasan Citra Bunga Nusantara,

FELFEST UI, Kampus UI, Jl. Prof. DR. Miriam Budiardjo,

RW.3, Srengseng Sawah, Kec. Jagakarsa,

Kota Jakarta Selatan,

Daerah Khusus Ibukota Jakarta 12640

Indonesia.

Dear Sir/ Madam,

**Our Support for Your Industrial Training Programme**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We wish to inform you that we have industrial training placement for **Bachelor of Information and Communication** **Technology (Hons) (BICT)** programme.

We wish to inform you that:

(please tick (√) in the appropriate boxes provided below)

We are UNABLE to accept the following student(s) at the present time.

We are ABLE to accept the following student(s):

Duration of the Industrial Training from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Please indicate the name of student(s) in the boxes provided.

|  |  |  |
| --- | --- | --- |
| **No** | **Student ID** | **Name of Student** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

RM : Amount (if any) of allowance per month per trainee will be paid

**Special Requirements if any (please specify)**

**Tasks to be performed by industrial trainee:**

Kindly contact our company designated staff (below) for industrial placement:

|  |  |
| --- | --- |
| **Name** |  |
| **Designation** |  |
| **Department** |  |
| **Tel No & Extension No** |  |
| **Fax No** |  |
| **Email Address** |  |

Thank you.

Yours faithfully,

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_